



Dear New Patient,

Welcome to Health Services, Inc.!

We would like to take this opportunity to welcome you to our health center for your individual or family medical care. Enclosed you will find new patient paperwork that must be completed prior to scheduling your first appointment with one of our Physicians or Nurse Practitioners. If you have any questions when completing the attached documents, please call our office at (334) 420-5001. It is important to your health care that your new provider has your medical history, medication list, and past medical records. When completing the authorization to release medical records please include all physicians and/or nurse practitioners that you have seen for health care.

Once our office has received the completed packet, we will send the request for records to your previous provider. When our office receives the records from your previous medical provider, one of our staff members will call you to schedule an appointment.

### **Fees**

Many healthcare insurance plans pay for all or part of the services provided by Health Services, Inc. Medicaid and Medicare are also accepted. We recognize that families vary greatly in their ability to pay. If needed, payment arrangements can be made with our business office. Our standard policy requires payment and co-payments at the time services are provided. Payments are determined by each individual's household income and size. If you have Medicare, Medicaid or individual/company health insurance, we will submit claims to these third-party sources when proper forms are on file at our business office.

Again, thank you for choosing Health Services, Inc. for your health care needs. We look forward to meeting you and we are pleased to have you become our patient.

Thank you,  
Health Services, Inc. Staff